



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road
Las Vegas, NV 89120
(702) 455-8200
www.ClarkCountyNV.gov

Part-Time Employment

For the position of: CUSTOMER SERVICE REPRESENTATIVE

Location: Shooting Complex

Iris Kikuchi, Office Services Supervisor
11357 N Decatur Blvd, Las Vegas NV 89131
(702) 455-2004 Phone / (702) 522-8400 Fax
ikikuchi@ClarkCountyNV.gov

SALARY

\$9.00 Hourly DOE

OPENING DATE: August 27, 2012

CLOSING DATE: Until Filled

ABOUT THE POSITION:

Provide a variety of routine customer support to the Shooting Complex customer service centers, which may include front counter customer service, retail cashier functions, typing, word processing, receptionist duties, answering telephones, and filing. Part-time employment will not lead to permanent employment.

Part-time employees do not receive benefits. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

OF VACANCIES: Until filled

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to graduation from high school, and one (1) year of full-time general clerical experience with an emphasis on computer skills.

Preferred Qualifications: Superior customer service, retail experience, and computer experience with the emphasis on MS Word and Excel software.

Licensing and Certification: Must possess a valid Nevada Class C driver's license at time of appointment. Applicant must not be a prohibited possessor. May require a Health Card.

Working Conditions: This position will work days, evenings and weekends. This position is at the shooting complex and will work around firearms.

Background Investigations: Must be able to pass a background check. Employment is contingent upon the results of a background investigation.

APPLICATION PROCESS:

Applications can be picked up at any Parks & Recreation facility or can be downloaded at <http://www.clarkcountynv.gov/depts/ranges/Pages/employment-opportunities.aspx>

Clark County Is An Equal Opportunity Employer

04/09